TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Click on the "**Enter**" button to access the online data collection for your library.

Enter

Preparing for the 2020 Texas Public Libraries Annual Report - Services

Valicia Greenwood, Library Data Coordinator
accreditation@tsl.texas.gov

Library Development and Networking Division
Texas State Library and Archives Commission
2020

Series

Basic Information

Financial Tracking

Tracking Services

Accreditation

Circulation

Include only your library's patrons
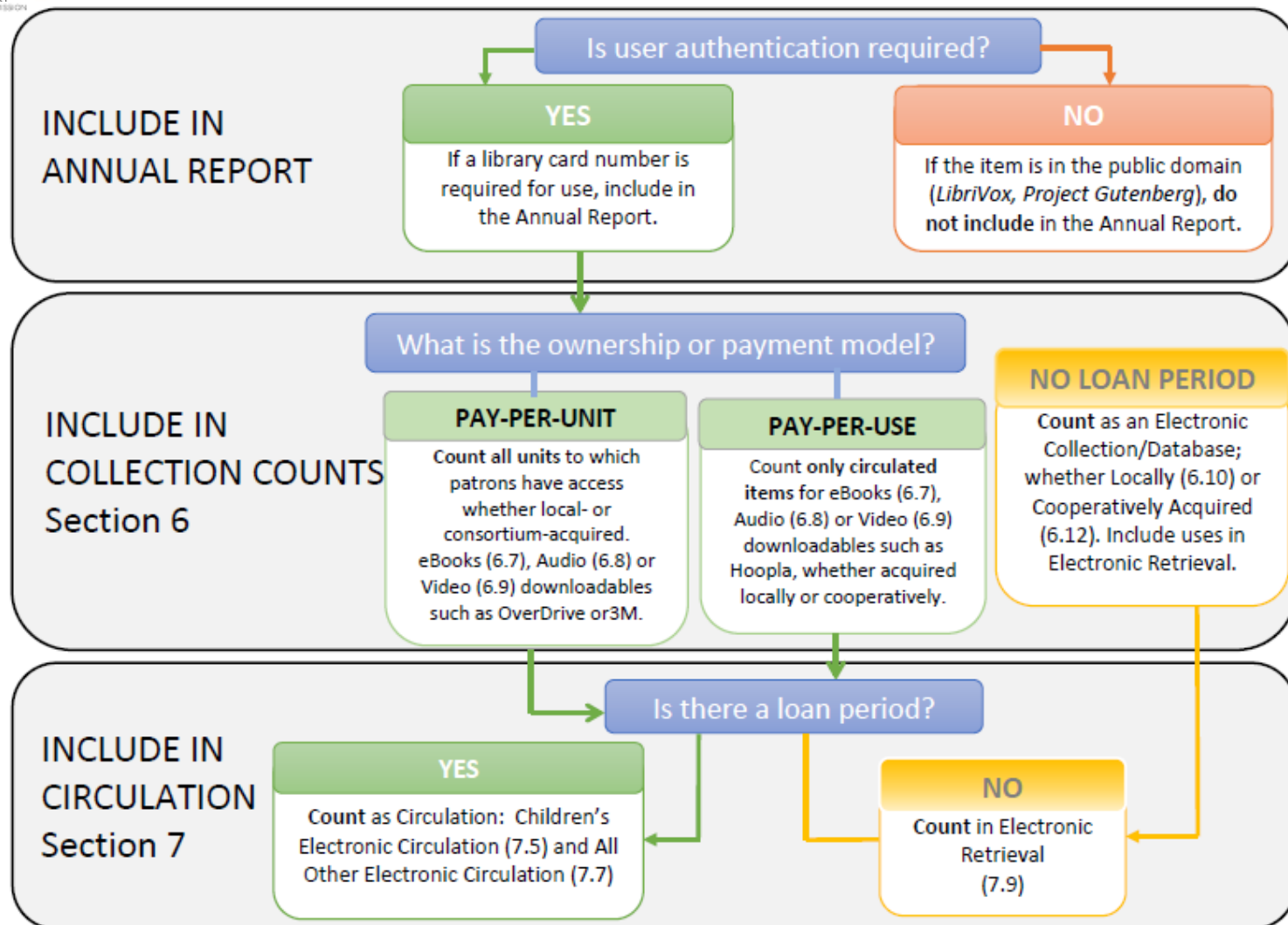
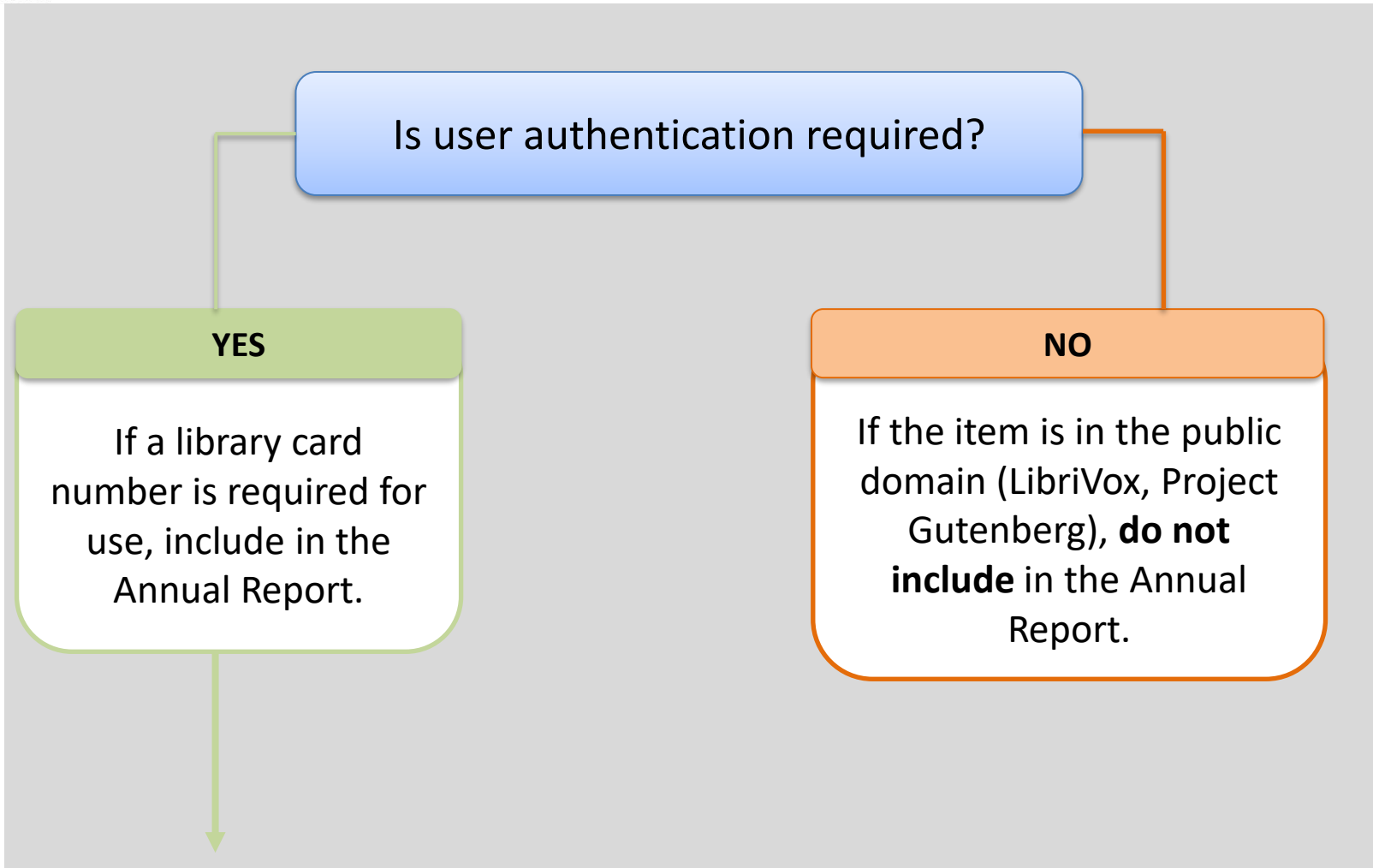| Children's Physical Materials (Age 11 and younger)	Children's E-Materials (Age 11 and younger)
All other ages Physical Materials	All Other Ages E-Materials

Reporting E-Materials (Downloadables)

TEXAS STATE
LIBRARY AND ARCHIVES COMMISSION

INCLUDE IN ANNUAL REPORT

Is user authentication required?

YES
If a library card number is required for use, include in the Annual Report.

NO
If the item is in the public domain (*LibriVox, Project Gutenberg*), **do not include** in the Annual Report.

INCLUDE IN COLLECTION COUNTS Section 6

What is the ownership or payment model?

PAY-PER-UNIT
Count all units to which patrons have access whether local- or consortium-acquired. eBooks (6.7), Audio (6.8) or Video (6.9) downloadables such as OverDrive or 3M.

PAY-PER-USE
Count only circulated items for eBooks (6.7), Audio (6.8) or Video (6.9) downloadables such as Hoopla, whether acquired locally or cooperatively.

NO LOAN PERIOD
Count as an Electronic Collection/Database; whether Locally (6.10) or Cooperatively Acquired (6.12). Include uses in Electronic Retrieval.

INCLUDE IN CIRCULATION Section 7

Is there a loan period?

YES
Count as Circulation: Children's Electronic Circulation (7.5) and All Other Electronic Circulation (7.7)

NO
Count in Electronic Retrieval (7.9)

4

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INCLUDE IN COLLECTION COUNTS?

What is the ownership or payment model?

PAY-PER-UNIT

Count all units to which patrons have access whether local- or consortium-acquired. eBooks (6.6), Audio (6.7) or Video (6.8) downloadables such as OverDrive or3M.

PAY-PER-USE

Count **only circulated items** for eBooks (6.6), Audio (6.7) or Video (6.8) downloadables such as Hoopla, whether acquired locally or cooperatively

NO LOAN PERIOD

Count as an Electronic Collection/Database; whether Locally (6.9a) or Cooperatively Acquired (6.9b). Include uses in Electronic Retrieval.

INCLUDE IN CIRCULATION?

Is there a loan period?

YES

Count as Circulation: Children's Electronic Circulation (7.5) and All Other Electronic Circulation (7.7);

NO

Count in Electronic Retrieval (7.9)

E-Material Circulation

NO LOAN PERIOD

Successful Retrieval of Electronic Information

New last year

freegal music

hoopla BROWSE

TexShare Databases

Library Programs

Target age range

Children	Age 11 years and younger
Young Adult	Age 12 through 18 years
Adults	Age 19 years and older

Reporting Programs

Reporting Library Programs and Program Attendance
2020 Texas Public Libraries Annual Report

	YES	NO
INCLUDE IN ANNUAL REPORT	Planned and advertised in advance. Content is the library, its ~~... its services. Library presents or facilita~~ Open to more than one p~~ Count virtual programs se~~ physical program counts.	

	EXAMPLES
INCLUDE IN PROGRAM COUNTS Section 7	Storytime Formal computer classes Family game nights Movie nights Organized book groups/cl~~ Planned author visits Library-sponsored demonstrations Library tours

Reporting Library Programs and Program Attendance
2020 Texas Public Libraries Annual Report

OTHER TYPES OF EVENTS	FOR	COUNT AS
	One-on-one training	Reference transaction (7.1)
	Book delivery to facility or home-bound	Circulation of materials (7.4/7.6)
	Local business meeting at library	Library visits (7.2)
	Library as polling place (voters)	Library visits *only* if entering library space
	Non-profit volunteers tutoring	Library visits – students and tutors

WHAT TO COUNT

Watch party counted only if a host is present

Count views of one minute or more.

Zoom waiting rooms or attendees – not both

Count programs only once, whether live on multiple platforms, or recorded on one platform.

Attendees from multiple platforms can be added together for total attendance.

One device equals one view, unless viewer indicates number of attendees.

PLATFORMS

Facebook
YouTube
Zoom
GoToMeeting
Crowdcast

INCLUDE IN SPECIAL COVID SECTION: VIRTUAL PROGRAMMING

Count only when virtual program *gathers* people to *experience* something *at the same time*.

Questions? Contact accreditation@tsl.texas.gov   (Texas toll-free) 800-252-9386   9/22/2020

Reporting Programs

INCLUDE IN ANNUAL REPORT?

YES

Planned and advertised in advance.

Content is the library, its resources, or its services.

Library presents or facilitates program.

Open to more than one person.

NO

Library Board meetings
Library booth at a festival or
   parade
Drop-in format open house
Drop-in art exhibit

INCLUDE IN PROGRAM COUNTS

EXAMPLES

Storytime

Formal computer classes

Family game nights

Movie nights

Organized book groups/clubs

Planned author visits

Library-sponsored demonstrations

Library tours

WHAT TO COUNT

Each event = one program
   (example: 12-week class = 12 programs)

All planned programs, regardless of attendance.

All attendees, regardless of intended audience:

   Children's programming (7.9/7.10);
   Young Adult programming (7.11/7.12);
   Adult programming (7.13/7.14)
   (whichever is best fit)

OTHER TYPES OF EVENTS

FOR	COUNT AS
One-on-one training	Reference transaction (7.1)
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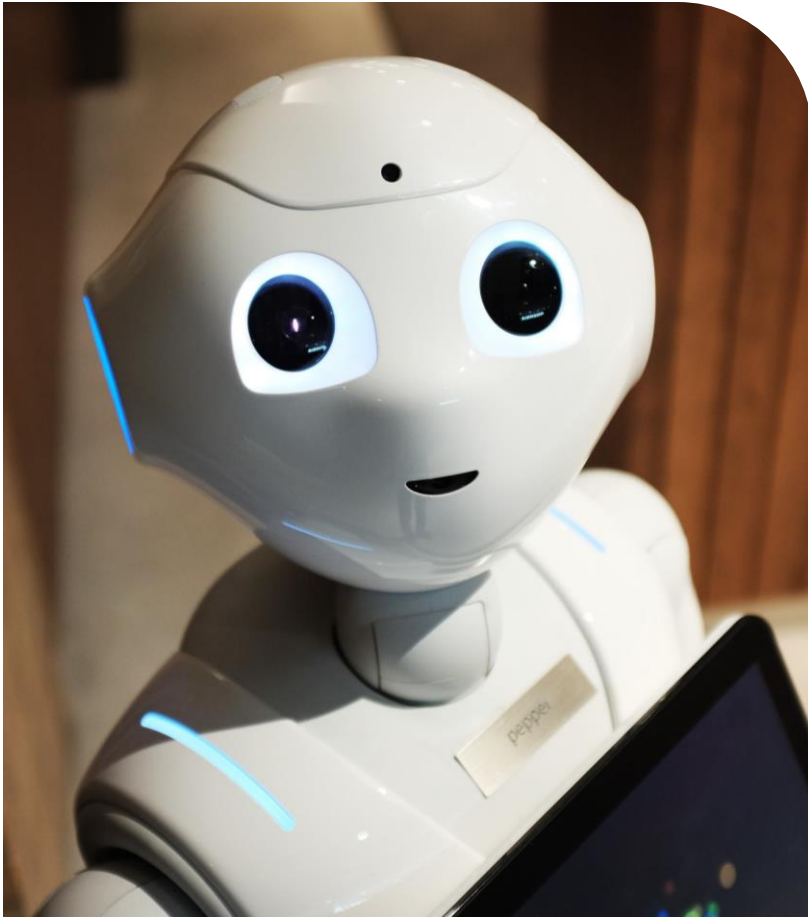
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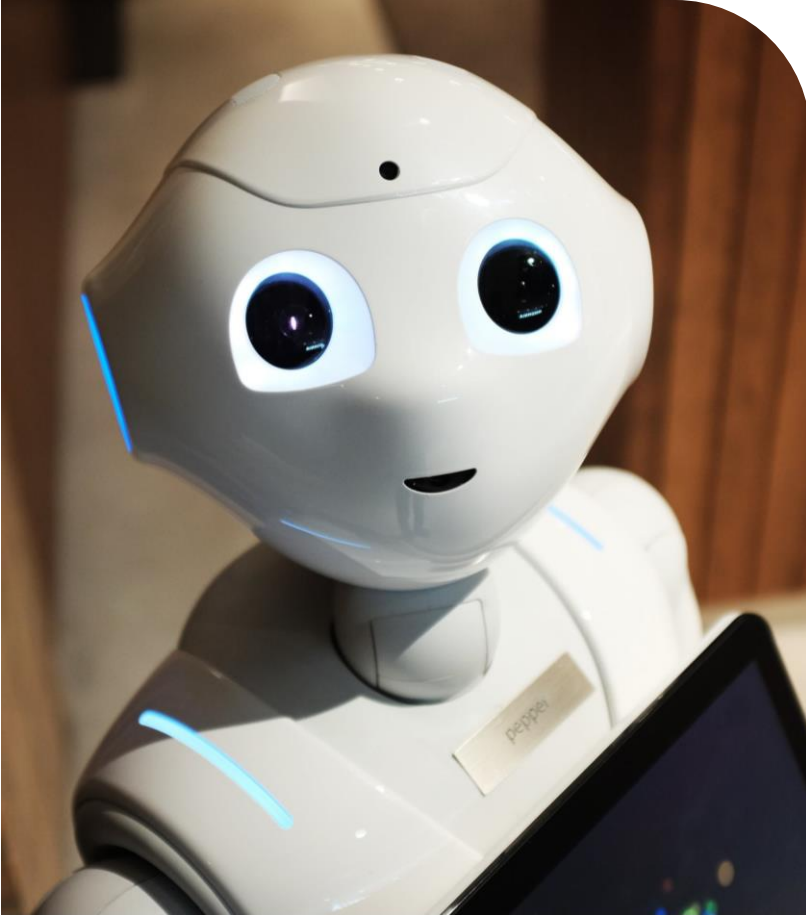
Technology

Wi-fi sessions

Report from Library Router

Administrative interface that comes with wireless access point, router, or firewall

Put a counter on a welcome (splash) page that user sees before gaining access.
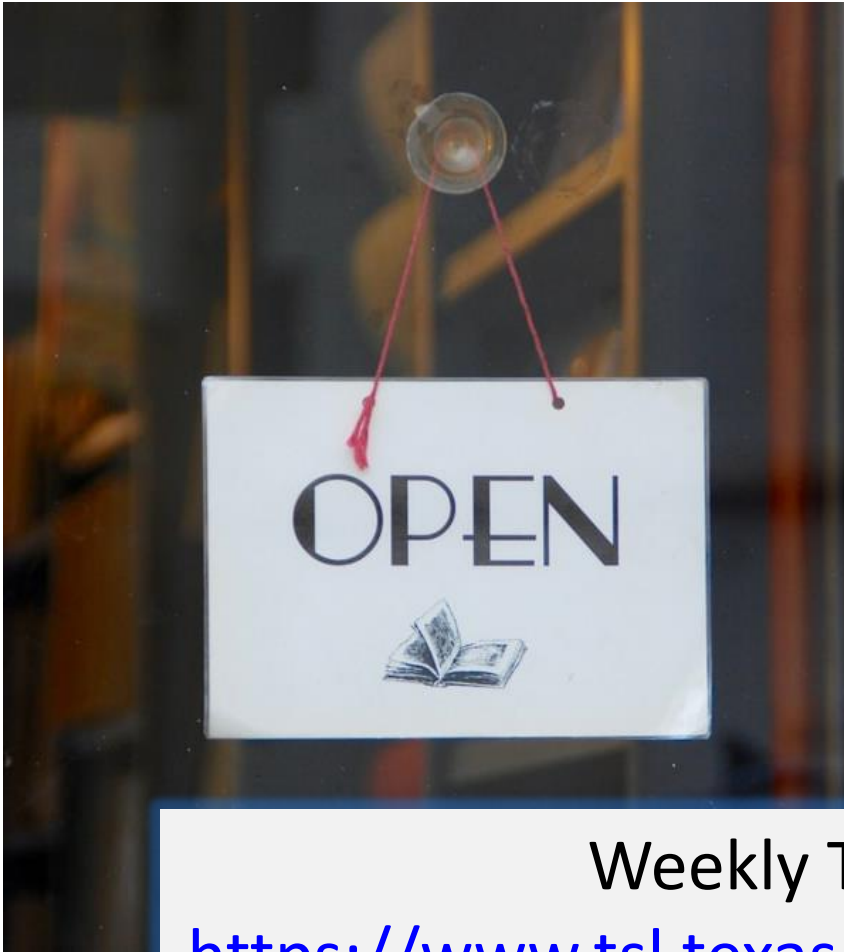
Technology

Website hits (sessions)

Report from Analytic Software

"Visit" or "session" is user connecting to the library's website for any length of time, purpose, or number of pages or elements viewed.

GoogleAnalytics, Pikwik, Bitly, more...

Service Hours

Count hours building is fully open for patrons.

COVID-19 NOTE: We EXPECT to see fewer hours open!

Weekly Total Tool
https://www.tsl.texas.gov/ldn/annualreport

Unduplicated Hours
How to Count

Count number of hours any library facility is open in a regular week.

For libraries with branches: Do not count any hour twice.

Weekly Total Hours Calculator - COMPOSITE NUMBER OF HOURS

TIME	SUN	MON	TUES	WED	THUR	FRI	SAT	
7:00 - 8:00 a.m.								
8:00 - 9:00 a.m.								
9:00 - 10:00 a.m.		0.50	1.00	0.50	1.00	1.00		
10:00 - 11:00 a.m.		1.00	1.00	1.00	1.00	1.00	0.50	
11:00 - 12:00 p.m.		1.00	1.00	1.00	1.00	1.00	1.00	
12:00 - 1:00 p.m.		1.00	1.00	1.00	1.00	1.00	1.00	
1:00 - 2:00 p.m.		1.00	1.00	1.00	1.00	1.00	1.00	
2:00 - 3:00 p.m.		1.00	1.00	1.00	1.00	0.50	1.00	
3:00 - 4:00 p.m.		1.00	1.00	1.00	1.00		1.00	
4:00 - 5:00 p.m.		1.00	1.00	1.00	1.00			
5:00 - 6:00 p.m.			1.00		1.00			
6:00 - 7:00 p.m.			1.00		1.00			
7:00 - 8:00 p.m.			1.00		1.00			
8:00 - 9:00 p.m.			1.00		1.00			
9:00 - 10:00 p.m.								
DAILY TOTALS	0.00	7.50	12.00	7.50	12.00	5.50	5.50	50.00

<= WEEKLY TOTAL

Key:
Only Main open
Only branches open
Both open

Annual Report Preparation Tool

TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

AR Prep Workbook (.xlsx)

Texas Public Libraries Annual Report
Preparation Workbook

Only enter information into white squares. Gray squares contain protected formulas. All blue columns contain information requested on the Annual Report and may also contain formulas.

All sheets are set up for printing, if desired.

Click on the titles, or directly on the tabs below to enter information.

Daily Counts — Use to tally measures by day of the month.

Financials — Obtain amounts from financial staff of governing authority monthly, quarterly, semi-annually or annually.

Annual Report Totals — Use this guide to complete the questions in the Annual Report. Daily counts are calculated for annual totals on this page.

Weekly Total Tool — Helpful for libraries with branches; useful to calculate hours open.

The formulas fields in this worksheet are protected/locked. No password has been set. Click "Unprotect Sheet" on the Review tab if there are changes that must be made to the formula or format. However, It is advisable to keep these fields locked in order for the workbook to calculate accurately.

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Valicia Greenwood, Library Statistics Specialist; Stacey Malek, Program Coordinator

accreditation@tsl.texas.gov

Library Development & Networking Division | Texas State Library and Archives Commission

512.463.5465 or 800.252.9386(toll free) | fax 512.936.2306 | PO Box 12927 Austin, TX 78711-2927

Texas Public Libraries Annual Report Information: https://www.tsl.texas.gov/ld/pubs/arsma/index.html

ARPrep Tool: Daily Counts

Day of the month:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Month Total
OCTOBER																																OCTOBER
Annual Public Service Hours for Central Library																																0
Annual Public Service Weeks for Central Library																																0
Reference Transactions																																0
Library Visits (Gate Count)																																0
Childrens Programs																																0
Attendance at Childrens Programs																																0
YA Programs																																0
Attendance at YA Programs																																0
Adult Programs																																0
Attendance at Adult Programs																																0
ILL - received (borrowed)																																0
ILL - sent out (lend)																																0
Computer uses																																0
Director Continuing Education Hours																																0
Volunteer Hours																																0

Tracking Tool: Annual Report Totals

Report for Local Fiscal Year	2019
Dark gray squares contain protected formulas. Blue column contains information requested on the Annual Report. Fill in the white squares with annual totals.	**ANNUAL TOTALS**
Section 6: Library Collection	
Physical Materials - last day of local fiscal year	
6.4 Books in Print - Items	0
6.5 Audio Materials - Physical Format - Items	0
6.6 Video Materials - Physical Format - Items	0
Electronic (Digital) Materials	
6.7 Electronic Books (ebooks)	0
6.8 Audio Materials - Downloadable Units	0
6.9 Video Materials - Downloadable Units	0
Electronic Collections (Databases)	
6.10 Electronic Collections/Databases Number Licensed by Main Library	0
6.11 TexShare/TexSelect: State-Licensed Databases	0
6.12 Electronic Collections/Databases Number Licensed through Consortium	0
6.13 Total Electronic Collections/Databases	0
6.14 Collection Totals - Volumes Items or Physical Units (6.4+6.5+6.6+6.7+6.8+6.9+6.10+6.12)	0
6.15 Current Print Serial Subscriptions	0
Section 7: Local Library Service	
7.1 Reference Transactions	0
7.2 Library Visits	0
7.3 Registered Users	0
Circulation	
7.4 Children's Circulation - Physical formats	0

COVID-19 Section

Yes/No Questions

Closures

Services offered

Reference services

Outside services

External Wi-Fi

Staff Re-assigned

COVID-19 Section

Yes/No Questions

E-Materials added

E-Library cards issued

Live virtual programs (counts)

Recorded content provided (counts)

Series

Basic Information

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Accreditation

Texas Public Libraries
Annual Report Information

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accreditation@tsl.texas.gov
Toll-free in Texas: 800-252-9386

THANK YOU!

Valicia Greenwood

Library Data Coordinator

vgreenwood@tsl.texas.gov

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